

Kent Sewer Commission  
Regular Meeting

November 10, 2015  
4:30 P.M. Town Hall

Present: John Casey, Nicole Chase, Stan Jennings, Elissa Potts and Susan Williams.

Also present: Debbie Devaux, Butch Walsh and Jennifer Weigel.

Mr. Casey called the regular meeting of the Kent Sewer Commission to order at 4:35 p.m.

The Pledge of Allegiance was recited.

Mr. Casey elevated alternate Nicole Chase to voting status.

Mrs. Williams made a motion to approve the agenda, as submitted. Mr. Jennings seconded the motion and the motion carried.

**Approval of minutes:**

Ms. Potts made a motion to amend the minutes of October 4, 2015 regular Sewer Commission meeting to read, as follows

Page 2, Report of Treasurer, 2<sup>nd</sup> paragraph:

Ms. Weigel did note that on page five of the check detail the Q3 user fees from Maple Street Ext., due to the Town, the amount should be \$856.37 not \$1,070.46.

Mrs. Williams seconded the motion and the motion carried.

Mrs. Williams made a motion to approve the minutes of the October 13, 2015 regular Sewer Commission meeting, as amended. Mr. Jennings seconded the motion and the motion carried.

**Public Communication:**

Oral: None.

Written: None.

**Report of Chairman:**

Mr. Casey stated that he had a meeting with Mike Beach regarding the plan for the heating and air conditioning for the sewer plant building. Mr. Beach did support the concept for the additional ductwork to heat the office space. Mr. Walsh stated that he was concerned about the volume of noise that would be generated by having the ductwork connecting the blower room to the office. Mr. Casey will discuss the project with Mr. Beach and report back to the commission.

**Report of Superintendent:**

Mr. Walsh reported the following:

- 2.5 million gallons passed through the plant during the month of October
- John Haskell sealed the office roof
- Several joints in the gutter were repaired

RECEIVED FOR RECORD  
KENT TOWN CLERK

2015 NOV 16 A 8:59

BY *[Signature]*  
TOWN CLERK

- Three down spouts are on back order
- DEEP conducted a surprise inspection – passes with flying colors – report to follow
- Quarterly testing will begin on November 17, 2015
- Kinsley serviced the generators
- Need to find a vendor to clean and service the furnace

**Report of Treasurer:**

Ms. Weigel provided the following reports:

- Check Detail for October 14 – November 11, 2015
- Balance Sheet as of October 31, 2015
- Profit & Loss Budget vs. Actuals July through October 2015

Ms. Potts made a motion to approve the Check Detail for October 14 – November 11, 2015, as submitted. Mr. Jennings seconded the motion and the motion carried.

Ms. Weigel announced that she has taken on a full-time job and will be resigning from the Sewer Commission at the end of December. Mr. Casey thanked her for her services and noted that she has done a fabulous job.

**Report of Collector:**

Ms. Devaux provided the attached Grand Ratebook Balance Sheet Report from November 10, 2015.

**Report of Consulting Engineer:**

Mr. Clark did not attend the meeting.

**Election of Chairperson of the Kent Sewer Commission:**

Mr. Casey verbally submitted his resignation as chairman of the Kent Sewer Commission, effective immediately. Mrs. Williams made a motion to accept Mr. Casey's resignation with great regret and many thanks. Ms. Potts seconded the motion and the motion carried.

Ms. Williams made a motion to nominate Ms. Potts as the chairman of the Kent Sewer Commission for a term to expire on December 31, 2016. Mr. Jennings seconded the motion and the motion carried.

Ms. Devaux asked if there would be a nomination for a vice-chairman. There were no nominations made.

**Route 7 manholes:**

Ms. Potts stated that she received an e-mail from Mr. Clark that stated there are three manhole that D.O.T. feels are lower than they should be by  $\frac{1}{2}$  of the  $\frac{3}{4}$  of

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an inch. The reason that they are low is due to the D.O.T. placing the pavement thicker than they expected to. The D.O.T. has asked that the Kent Sewer Commission pay approximately \$6,000 to repair the manholes. Ms. Potts stated that the D.O.T. should make the repairs at their expenses and the Kent Sewer Commission has no financial liability for their mistake. The commission was in agreement that the D.O.T. should make the necessary repairs at their expense. Ms. Potts stated that she would contact the D.O.T.

**Capital projects:**

Mr. Casey deferred until the next meeting.


**Website Update:**

Ms. Potts stated that she would follow-up with Ms. Bush-Suttman regarding the website update.

**Water Sampling:**

Mr. Walsh reported that he is currently processing the paperwork for the weekly testing and forwarding that onto L.E.A. He will begin to do the actual testing for the quarterly reports on November 17, 2015.

Ms. William made a motion to adjourn the meeting at 5:20 p.m. Mr. Jennings seconded the motion and the motion carried

  
Joyce Kearns  
Administrative Assistant

*These are draft minutes and the Kent Sewer Commission at the subsequent regular meeting may make corrections. Please refer to subsequent regular meeting minutes for possible corrections and approval of these minutes.*

## AGENDA

KENT SEWER COMMISSION  
REGULAR MEETING

November 10, 2015  
4:30 P.M. TOWN HALL

### Regular Meeting

1. Call to order and Pledge of Allegiance
2. Elevate alternate
3. Amend agenda/approve agenda
4. Approval of Minutes
  - a October 13, 2015 Regular meeting
5. Public Communication
  - a Oral
  - b Written
6. Report of Chairman
7. Report of Superintendent
8. Report of Treasurer
9. Report of Collector
10. Report of Consulting Engineer
11. New Business
  - a Election of Chairperson of the Kent Sewer Commission
  - b Manhole Repair
12. Old Business
  - a Capital projects
  - b Website Update
  - c Water Sampling
13. Adjourn

"An equal opportunity service provider and employer."

RECEIVED FOR RECORD  
KENT TOWN CLERK

2015 NOV -9 A 9 19

BY *Valerie Bragg* TOWN CLERK 72

11/07/15

# Kent Sewer Commission

## Check Detail

October 14 through November 11, 2015

| Date     | Num       | Name                   | Memo                                 | Account                  | Paid Amo... |
|----------|-----------|------------------------|--------------------------------------|--------------------------|-------------|
| 10/14/15 | 9893      | Town of Kent           | Q3 Pension Kent Sewer                | Union Bank DDA           |             |
| 09/30/15 | Pensio... |                        | Joyce Kearns                         | Pension                  | -42.98      |
|          |           |                        | Lyle Sommers                         | Pension                  | -572.00     |
| TOTAL    |           |                        |                                      |                          | -614.98     |
| 10/15/15 |           | QuickBooks Payroll ... | Created by Payroll Service on ...    | Union Bank DDA           |             |
|          |           |                        | Fee for 3 direct deposit(s) at \$... | Payroll Expenses         | -5.25       |
|          |           |                        | Sales Tax for CT                     | Payroll Expenses         | -0.05       |
|          |           | QuickBooks Payroll ... | Created by Payroll Service on ...    | Direct Deposit Liabil... | -3,034.90   |
| TOTAL    |           |                        |                                      |                          | -3,040.20   |
| 10/16/15 | DD1116    | Sommers, Lyle R        | Direct Deposit                       | Union Bank DDA           |             |
|          |           |                        | Direct Deposit                       | Payroll Expenses         | -1,719.36   |
|          |           |                        | Direct Deposit                       | Payroll Expenses         | -191.04     |
|          |           |                        | Direct Deposit                       | Dental Insurance         | 2.41        |
|          |           |                        | Direct Deposit                       | Medical                  | 21.76       |
|          |           |                        | Direct Deposit                       | Payroll Liabilities      | 15.63       |
|          |           |                        | Direct Deposit                       | Payroll Liabilities      | 38.21       |
|          |           |                        | Direct Deposit                       | Federal Taxes Payable    | 284.00      |
|          |           |                        | Direct Deposit                       | Payroll taxes            | -115.98     |
|          |           |                        | Direct Deposit                       | Federal Taxes Payable    | 115.98      |
|          |           |                        | Direct Deposit                       | Federal Taxes Payable    | 115.98      |
|          |           |                        | Direct Deposit                       | Payroll taxes            | -27.12      |
|          |           |                        | Direct Deposit                       | Federal Taxes Payable    | 27.12       |
|          |           |                        | Direct Deposit                       | Federal Taxes Payable    | 27.12       |
|          |           |                        | Direct Deposit                       | State Taxes Payable      | 85.84       |
|          |           |                        | Direct Deposit                       | Direct Deposit Liabil... | 1,319.45    |
| TOTAL    |           |                        |                                      |                          | 0.00        |
| 10/16/15 | DD1117    | Walsh, John H.         | Direct Deposit                       | Union Bank DDA           |             |
|          |           |                        | Direct Deposit                       | Payroll Expenses         | -2,051.28   |
|          |           |                        | Direct Deposit                       | Payroll Expenses         | -227.92     |
|          |           |                        | Direct Deposit                       | Dental Insurance         | 2.41        |
|          |           |                        | Direct Deposit                       | Medical                  | 21.76       |
|          |           |                        | Direct Deposit                       | Payroll Liabilities      | 15.63       |
|          |           |                        | Direct Deposit                       | Federal Taxes Payable    | 376.00      |
|          |           |                        | Direct Deposit                       | Payroll taxes            | -138.85     |
|          |           |                        | Direct Deposit                       | Federal Taxes Payable    | 138.85      |
|          |           |                        | Direct Deposit                       | Federal Taxes Payable    | 138.85      |
|          |           |                        | Direct Deposit                       | Payroll taxes            | -32.47      |
|          |           |                        | Direct Deposit                       | Federal Taxes Payable    | 32.47       |
|          |           |                        | Direct Deposit                       | Federal Taxes Payable    | 32.47       |
|          |           |                        | Direct Deposit                       | State Taxes Payable      | 108.94      |
|          |           |                        | Direct Deposit                       | Direct Deposit Liabil... | 1,583.14    |

# Kent Sewer Commission

## Check Detail

11/07/15

October 14 through November 11, 2015

| Date     | Num    | Name                   | Memo                                 | Account                  | Paid Amo... |
|----------|--------|------------------------|--------------------------------------|--------------------------|-------------|
| TOTAL    |        |                        |                                      |                          | 0.00        |
| 10/16/15 | DD1115 | Kearns, Joyce          | Direct Deposit                       | Union Bank DDA           |             |
|          |        |                        | Direct Deposit                       | Payroll Expenses         | -143.28     |
|          |        |                        | Direct Deposit                       | Payroll taxes            | -8.89       |
|          |        |                        | Direct Deposit                       | Federal Taxes Payable    | 8.89        |
|          |        |                        | Direct Deposit                       | Federal Taxes Payable    | 8.89        |
|          |        |                        | Direct Deposit                       | Payroll taxes            | -2.08       |
|          |        |                        | Direct Deposit                       | Federal Taxes Payable    | 2.08        |
|          |        |                        | Direct Deposit                       | Federal Taxes Payable    | 2.08        |
|          |        |                        | Direct Deposit                       | Direct Deposit Liabil... | 132.31      |
| TOTAL    |        |                        |                                      |                          | 0.00        |
| 10/28/15 | 9894   | Town of Kent           | 041-66-2249                          | Union Bank DDA           |             |
|          |        |                        | 041-66-2249                          | Payroll Liabilities      | -114.63     |
| TOTAL    |        |                        |                                      |                          | -114.63     |
| 10/29/15 |        | QuickBooks Payroll ... | Created by Payroll Service on ...    | Union Bank DDA           |             |
|          |        |                        | Fee for 4 direct deposit(s) at \$... | Payroll Expenses         | -7.00       |
|          |        |                        | Sales Tax for CT                     | Payroll Expenses         | -0.07       |
|          |        | QuickBooks Payroll ... | Created by Payroll Service on ...    | Direct Deposit Liabil... | -3,499.60   |
| TOTAL    |        |                        |                                      |                          | -3,506.67   |
| 10/30/15 | DD1119 | Sommers, Lyle R        | Direct Deposit                       | Union Bank DDA           |             |
|          |        |                        | Direct Deposit                       | Payroll Expenses         | -1,910.40   |
|          |        |                        | Direct Deposit                       | Dental Insurance         | 2.41        |
|          |        |                        | Direct Deposit                       | Medical                  | 21.76       |
|          |        |                        | Direct Deposit                       | Payroll Liabilities      | 15.63       |
|          |        |                        | Direct Deposit                       | Payroll Liabilities      | 38.21       |
|          |        |                        | Direct Deposit                       | Federal Taxes Payable    | 284.00      |
|          |        |                        | Direct Deposit                       | Payroll taxes            | -115.98     |
|          |        |                        | Direct Deposit                       | Federal Taxes Payable    | 115.98      |
|          |        |                        | Direct Deposit                       | Federal Taxes Payable    | 115.98      |
|          |        |                        | Direct Deposit                       | Payroll taxes            | -27.13      |
|          |        |                        | Direct Deposit                       | Federal Taxes Payable    | 27.13       |
|          |        |                        | Direct Deposit                       | Federal Taxes Payable    | 27.13       |
|          |        |                        | Direct Deposit                       | State Taxes Payable      | 85.84       |
|          |        |                        | Direct Deposit                       | Direct Deposit Liabil... | 1,319.44    |
| TOTAL    |        |                        |                                      |                          | 0.00        |
| 10/30/15 | DD1120 | Walsh, John H.         | Direct Deposit                       | Union Bank DDA           |             |
|          |        |                        | Direct Deposit                       | Payroll Expenses         | -2,279.20   |

# Kent Sewer Commission

## Check Detail

11/07/15

October 14 through November 11, 2015

| Date     | Num      | Name                  | Memo                           | Account                  | Paid Amo... |
|----------|----------|-----------------------|--------------------------------|--------------------------|-------------|
|          |          |                       | Direct Deposit                 | Dental Insurance         | 2.41        |
|          |          |                       | Direct Deposit                 | Medical                  | 21.76       |
|          |          |                       | Direct Deposit                 | Payroll Liabilities      | 15.63       |
|          |          |                       | Direct Deposit                 | Federal Taxes Payable    | 376.00      |
|          |          |                       | Direct Deposit                 | Payroll taxes            | -138.84     |
|          |          |                       | Direct Deposit                 | Federal Taxes Payable    | 138.84      |
|          |          |                       | Direct Deposit                 | Federal Taxes Payable    | 138.84      |
|          |          |                       | Direct Deposit                 | Payroll taxes            | -32.47      |
|          |          |                       | Direct Deposit                 | Federal Taxes Payable    | 32.47       |
|          |          |                       | Direct Deposit                 | Federal Taxes Payable    | 32.47       |
|          |          |                       | Direct Deposit                 | State Taxes Payable      | 108.94      |
|          |          |                       | Direct Deposit                 | Direct Deposit Liabil... | 1,583.15    |
| TOTAL    |          |                       |                                |                          | 0.00        |
| 10/30/15 | DD1118   | Kearns, Joyce         | Direct Deposit                 | Union Bank DDA           |             |
|          |          |                       | Direct Deposit                 | Payroll Expenses         | -143.28     |
|          |          |                       | Direct Deposit                 | Payroll taxes            | -8.88       |
|          |          |                       | Direct Deposit                 | Federal Taxes Payable    | 8.88        |
|          |          |                       | Direct Deposit                 | Federal Taxes Payable    | 8.88        |
|          |          |                       | Direct Deposit                 | Payroll taxes            | -2.07       |
|          |          |                       | Direct Deposit                 | Federal Taxes Payable    | 2.07        |
|          |          |                       | Direct Deposit                 | Federal Taxes Payable    | 2.07        |
|          |          |                       | Direct Deposit                 | Direct Deposit Liabil... | 132.33      |
| TOTAL    |          |                       |                                |                          | 0.00        |
| 10/30/15 | DD1121   | Devaux, Deborah J.    | Direct Deposit                 | Union Bank DDA           |             |
|          |          |                       | Direct Deposit                 | Payroll Expenses         | -541.08     |
|          |          |                       | Direct Deposit                 | Federal Taxes Payable    | 35.00       |
|          |          |                       | Direct Deposit                 | Payroll taxes            | -33.55      |
|          |          |                       | Direct Deposit                 | Federal Taxes Payable    | 33.55       |
|          |          |                       | Direct Deposit                 | Federal Taxes Payable    | 33.55       |
|          |          |                       | Direct Deposit                 | Payroll taxes            | -7.85       |
|          |          |                       | Direct Deposit                 | Federal Taxes Payable    | 7.85        |
|          |          |                       | Direct Deposit                 | Federal Taxes Payable    | 7.85        |
|          |          |                       | Direct Deposit                 | Direct Deposit Liabil... | 464.68      |
| TOTAL    |          |                       |                                |                          | 0.00        |
| 11/06/15 | 9895     | Aquarion Water Com... | Account 300012506 Inv. 9008... | Union Bank DDA           |             |
| 10/20/15 | 90087... |                       | Account 300012506 Inv. 9008... | Outside services-Ad...   | -147.06     |
| TOTAL    |          |                       |                                |                          | -147.06     |
| 11/06/15 | 9896     | Crystal Rock          | Account 50034792               | Union Bank DDA           |             |
| 10/15/15 |          |                       | September                      | Miscellaneous            | -8.95       |

11/07/15

# Kent Sewer Commission

## Check Detail

October 14 through November 11, 2015

| Date     | Num       | Name                   | Memo                             | Account               | Paid Amo... |
|----------|-----------|------------------------|----------------------------------|-----------------------|-------------|
| TOTAL    |           |                        |                                  |                       | -8.95       |
| 11/06/15 | 9897      | D&S Auto Repair        | 051397                           | Union Bank DDA        |             |
| 10/30/15 | 051397    |                        | check oil leak and tie leak      | Parts & Repairs       | -66.47      |
| TOTAL    |           |                        |                                  |                       | -66.47      |
| 11/06/15 | 9898      | Eversource             | Account 51041723065              | Union Bank DDA        |             |
| 10/15/15 | 9/16-1... |                        | Pump station                     | Electricity           | -100.33     |
| TOTAL    |           |                        |                                  |                       | -100.33     |
| 11/06/15 | 9899      | FedEx                  | 2432-7273-4                      | Union Bank DDA        |             |
| 10/15/15 | 5-187-... |                        | Account 2432-7273-4 Inv. 5-1...  | Postage               | -116.56     |
| TOTAL    |           |                        |                                  |                       | -116.56     |
| 11/06/15 | 9900      | Frontier Communicat... | 860-387-4075-102208-5            | Union Bank DDA        |             |
| 10/20/15 | 10/21-... |                        | 860-387-4075-102208-5            | Telephone             | -120.19     |
| TOTAL    |           |                        |                                  |                       | -120.19     |
| 11/06/15 | 9901      | Jennifer Weigel        | October                          | Union Bank DDA        |             |
| 10/31/15 | 437       |                        | October                          | Accounting/Bookkee... | -550.00     |
|          |           |                        | Payroll and fixed asset software | Office Supplies       | -200.00     |
| TOTAL    |           |                        |                                  |                       | -750.00     |
| 11/06/15 | 9902      | John Walsh-Reimbur...  |                                  | Union Bank DDA        |             |
| 10/15/15 |           |                        |                                  | Telephone             | -80.00      |
| TOTAL    |           |                        |                                  |                       | -80.00      |
| 11/06/15 | 9903      | LEA                    | 48KT3.04-25                      | Union Bank DDA        |             |
| 10/15/15 | 48KT...   |                        | 48KT3.04-25                      | Engineering fees      | -302.50     |
| TOTAL    |           |                        |                                  |                       | -302.50     |
| 11/06/15 | 9904      | Lou's Gloves, Inc.     | Inv. 011008                      | Union Bank DDA        |             |
| 10/20/15 | 011008    |                        | black gloves                     | Purchases & supplies  | -86.00      |



11/07/15

# Kent Sewer Commission

## Check Detail

October 14 through November 11, 2015

| <u>Date</u> | <u>Num</u> | <u>Name</u>              | <u>Memo</u>                       | <u>Account</u>          | <u>Paid Amo...</u> |
|-------------|------------|--------------------------|-----------------------------------|-------------------------|--------------------|
| TOTAL       |            |                          |                                   |                         | -86.00             |
| 11/06/15    | 9905       | Lyle Sommers - Reim...   |                                   | Union Bank DDA          |                    |
| 10/15/15    |            |                          |                                   | Telephone               | -80.00             |
| TOTAL       |            |                          |                                   |                         | -80.00             |
| 11/06/15    | 9906       | Oakwood Environme...     | 2015-41                           | Union Bank DDA          |                    |
| 10/15/15    | 2015-41    |                          | 2015-41                           | Engineering fees        | -1,196.81          |
| TOTAL       |            |                          |                                   |                         | -1,196.81          |
| 11/06/15    | 9907       | Richard Jennings         | Sewer Plant Work                  | Union Bank DDA          |                    |
| 10/14/15    |            |                          | Roof repair                       | Outside Services-Ope... | -1,200.00          |
| TOTAL       |            |                          |                                   |                         | -1,200.00          |
| 11/06/15    | 9908       | Santoro's Commercial...  |                                   | Union Bank DDA          |                    |
| 10/31/15    | October    |                          | Credit applied for one October... | Uniforms                | -75.00             |
| TOTAL       |            |                          |                                   |                         | -75.00             |
| 11/06/15    | 9909       | Superior Plus Energy     | Account 33051 Invoice 604642      | Union Bank DDA          |                    |
| 10/15/15    | 604642     |                          | Account 33051 Invoice 604642      | Fuel                    | -233.59            |
| TOTAL       |            |                          |                                   |                         | -233.59            |
| 11/06/15    | 9910       | Town of Kent             | Fuel usage 7/2-10/6/15            | Union Bank DDA          |                    |
| 10/15/15    | 14-179     |                          | Fuel usage 7/2-10/6/15            | Fuel                    | -11.87             |
| TOTAL       |            |                          |                                   |                         | -11.87             |
| 11/06/15    | 9911       | Tunxis Laboratories, ... | VOID: check for wrong amount      | Union Bank DDA          |                    |
| TOTAL       |            |                          |                                   |                         | 0.00               |
| 11/06/15    | 9912       | Welsh Sanitation         | September                         | Union Bank DDA          |                    |
| 09/30/15    |            |                          | September                         | Outside Services-Ope... | -21.27             |
| TOTAL       |            |                          |                                   |                         | -21.27             |
| 11/06/15    | 9913       | Eversource               | Account 51637296070               | Union Bank DDA          |                    |

11/07/15

# Kent Sewer Commission

## Check Detail

October 14 through November 11, 2015

| Date     | Num        | Name                     | Memo                           | Account               | Paid Amo... |
|----------|------------|--------------------------|--------------------------------|-----------------------|-------------|
| 10/15/15 | 9/15 - ... |                          | MSE Pump station               | Electricity           | -47.98      |
| TOTAL    |            |                          |                                |                       | -47.98      |
| 11/06/15 | 9914       | Town of Kent             | Insurance October - November   | Union Bank DDA        |             |
| 10/27/15 | 14-180     |                          | Insurance October - November   | Medical               | -3,235.64   |
|          |            |                          | Insurance October - November   | Dental Insurance      | -208.08     |
|          |            |                          | Insurance October - November   | Life Insurance        | -21.80      |
| TOTAL    |            |                          |                                |                       | -3,465.52   |
| 11/06/15 | 9915       | Eversource               | Account 51545723082            | Union Bank DDA        |             |
| 10/20/15 | 51545...   |                          | Account 51545723082            | Electricity           | -2,039.35   |
| TOTAL    |            |                          |                                |                       | -2,039.35   |
| 11/06/15 | 9916       | Tunxis Laboratories, ... |                                | Union Bank DDA        |             |
| 10/15/15 | 15294...   |                          | 1529460.0                      | Lab exams             | -616.40     |
| 10/15/15 | 15295...   |                          | 1529570.0                      | Lab exams             | -243.10     |
| 10/15/15 | 15295...   |                          | 1529595.0                      | Lab exams             | -243.10     |
| 10/15/15 | 15296...   |                          | 1529629.0                      | Lab exams             | -243.10     |
| 10/15/15 | 15296...   |                          | 1529657.0                      | Lab exams             | -243.10     |
| TOTAL    |            |                          |                                |                       | -1,588.80   |
| 11/07/15 | E-pay      | CT Commissioner of ...   | 7268998-000 QB Tracking # 2... | Union Bank DDA        |             |
|          |            |                          | 7268998-000 QB Tracking # 2... | State Taxes Payable   | -584.34     |
| TOTAL    |            |                          |                                |                       | -584.34     |
| 11/07/15 | E-pay      | United States Treasury   | 06-1354645 QB Tracking # 29... | Union Bank DDA        |             |
|          |            |                          | 06-1354645 QB Tracking # 29... | Federal Taxes Payable | -2,015.00   |
|          |            |                          | 06-1354645 QB Tracking # 29... | Federal Taxes Payable | -824.67     |
|          |            |                          | 06-1354645 QB Tracking # 29... | Federal Taxes Payable | -824.67     |
|          |            |                          | 06-1354645 QB Tracking # 29... | Federal Taxes Payable | -192.87     |
|          |            |                          | 06-1354645 QB Tracking # 29... | Federal Taxes Payable | -192.87     |
| TOTAL    |            |                          |                                |                       | -4,050.08   |

11/07/15

## Kent Sewer Commission

## Balance Sheet

As of October 31, 2015

|                                 | Oct 31, 15          |
|---------------------------------|---------------------|
| <b>ASSETS</b>                   |                     |
| Current Assets                  |                     |
| Checking/Savings                |                     |
| Union Bank Capital MMA          |                     |
| Short-lived Asset Reserve       | 29,000.00           |
| Union Bank Capital MMA - Other  | 576,427.48          |
| Total Union Bank Capital MMA    | 605,427.48          |
| Union Bank DDA                  | 77,281.50           |
| Union Bank Septage MMA          | 147,533.36          |
| USB Grant/Loan Construction Acc | 732.00              |
| Total Checking/Savings          | 830,974.34          |
| Accounts Receivable             |                     |
| Septage Accounts Receivable     | 918.75              |
| Total Accounts Receivable       | 918.75              |
| Other Current Assets            |                     |
| Accounts Receivable             | 4,398.65            |
| Undeposited Funds               | 2,080.00            |
| Total Other Current Assets      | 6,478.65            |
| Total Current Assets            | 838,371.74          |
| Fixed Assets                    |                     |
| Accumulated Depreciation        | -1,135,138.87       |
| Property and equipment          | 4,763,683.56        |
| Total Fixed Assets              | 3,628,544.69        |
| <b>TOTAL ASSETS</b>             | <b>4,466,916.43</b> |
| <b>LIABILITIES &amp; EQUITY</b> |                     |
| Liabilities                     |                     |
| Current Liabilities             |                     |
| Accounts Payable                | 11,738.25           |
| Other Current Liabilities       |                     |
| Federal Taxes Payable           | 4,050.01            |
| State Taxes Payable             | 584.34              |
| Total Other Current Liabilities | 4,634.35            |
| Total Current Liabilities       | 16,372.60           |
| Long Term Liabilities           |                     |
| USDA Loan 92-04                 | 492,703.41          |
| USDA Loan 92-08                 | 81,320.13           |
| Total Long Term Liabilities     | 574,023.54          |
| Total Liabilities               | 590,396.14          |

11/07/15

Kent Sewer Commission

Balance Sheet

As of October 31, 2015

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|                            |                            |
|----------------------------|----------------------------|
|                            | Oct 31, 15                 |
| Equity                     | <u>3,876,520.29</u>        |
| TOTAL LIABILITIES & EQUITY | <u><u>4,466,916.43</u></u> |

|                                 | Jul - Oct 15 | Budget     | % of Budget | 33% |
|---------------------------------|--------------|------------|-------------|-----|
| Ordinary Income/Expense         |              |            |             |     |
| Income                          |              |            |             |     |
| Septage Fees                    | 26,670.00    | 70,000.00  | 38.1%       |     |
| Sewer User Charges              |              |            |             |     |
| Connection Fees                 | 4,355.00     |            |             |     |
| User Charges                    | 73,787.10    | 298,000.00 | 24.76%      |     |
| Total Sewer User Charges        | 78,142.10    | 298,000.00 | 26.22%      |     |
| Total Income                    | 104,812.10   | 368,000.00 | 28.48%      |     |
| Expense                         |              |            |             |     |
| General & Admin Expenses        |              |            |             |     |
| Accounting/Bookkeeping Services | 2,200.00     | 7,000.00   | 31.43%      |     |
| Audit                           | 0.00         | 3,500.00   | 0.0%        |     |
| Miscellaneous Admin Expense     | 50.00        | 500.00     | 10.0%       |     |
| Office Supplies                 | 200.00       | 500.00     | 40.0%       |     |
| Outside services-Admin          | 294.12       | 750.00     | 39.22%      |     |
| Printing & Advertising          | 462.14       | 500.00     | 92.42%      |     |
| Software/Licensing Fees         | 1,208.61     | 1,600.00   | 75.54%      |     |
| Total General & Admin Expenses  | 4,414.87     | 14,350.00  | 30.76%      |     |
| Operating Expenses              |              |            |             |     |
| Electricity                     | 7,776.13     | 35,000.00  | 22.21%      |     |
| Fuel                            | 697.49       | 7,000.00   | 9.96%       |     |
| Insurance                       |              |            |             |     |
| Dental Insurance                | 477.38       | 1,300.00   | 36.72%      |     |
| Liab Auto Prop Insura           | 1,248.00     | 2,000.00   | 62.4%       |     |
| Life Insurance                  | 54.50        | 150.00     | 36.33%      |     |
| Medical                         | 10,637.60    | 21,000.00  | 50.65%      |     |
| Workman's Comp                  | 5,054.00     | 5,500.00   | 91.89%      |     |
| Total Insurance                 | 17,471.48    | 29,950.00  | 58.34%      |     |
| Lab exams                       | 4,488.00     | 13,500.00  | 33.24%      |     |

|  |                              | Jul - Oct 15 | Budget     | % of Budget | 33% |
|--|------------------------------|--------------|------------|-------------|-----|
|  | Materials and supplies       |              |            |             |     |
|  | New Equipment                | 0.00         | 1,500.00   | 0.0%        |     |
|  | Purchases & supplies         | 1,913.83     | 6,000.00   | 31.89%      |     |
|  | Total Materials and supplies | 1,913.83     | 7,500.00   | 25.52%      |     |
|  | Miscellaneous                | 26.85        | 500.00     | 5.37%       |     |
|  | Outside Services-Operating   | 4,156.35     | 5,000.00   | 83.12%      |     |
|  | Parts & Repairs              | 518.41       | 10,000.00  | 5.18%       |     |
|  | Payroll Expenses             | 39,360.82    | 120,000.00 | 32.8%       |     |
|  | Payroll taxes                | 2,955.07     | 9,120.00   | 32.4%       |     |
|  | Pension                      | 614.98       | 2,500.00   | 24.6%       |     |
|  | Permit fees                  | 2,011.25     | 2,011.00   | 100.01%     |     |
|  | Postage                      | 587.40       | 1,700.00   | 34.55%      |     |
|  | Professional fees            |              |            |             |     |
|  | Engineering fees             | 3,917.61     | 35,000.00  | 11.19%      |     |
|  | Legal fees                   | 2,094.00     | 10,000.00  | 20.94%      |     |
|  | Total Professional fees      | 6,011.61     | 45,000.00  | 13.36%      |     |
|  | Telephone                    | 1,203.11     | 3,000.00   | 40.1%       |     |
|  | Uniforms                     | 400.00       | 1,300.00   | 30.77%      |     |
|  | Total Operating Expenses     | 90,192.78    | 293,081.00 | 30.77%      |     |
|  | Total Expense                | 94,607.65    | 307,431.00 | 30.77%      |     |
|  | Net Ordinary Income          | 10,204.45    | 60,569.00  | 16.84%      |     |
|  | Other Income/Expense         |              |            |             |     |
|  | Other Income                 |              |            |             |     |
|  | Investment income            | 58.89        | 300.00     | 19.63%      |     |
|  | Total Other Income           | 58.89        | 300.00     | 19.63%      |     |
|  | Other Expense                |              |            |             |     |
|  | Transfer Out                 | 5,211.37     |            |             |     |
|  | Short-term Asset Allocation  |              | 5,000.00   |             |     |
|  | Capital Allocation           |              | 30,000.00  |             |     |

[illegible]

# GRAND RATEBOOK BALANCE SHEET REPORT

KENT

GRAND LIST YEAR 2014

Year: 1999 To 2015, Pay Date: 11/10/2015, Time: 11/10/2015 03:31:48 pm

All

Page: 1

| YEAR/TYPE   | ACTS | BEGINNING<br>BALANCE | LAWFUL<br>INC. | CORRECTIONS<br>DEC. | TAXES<br>COLLECTABLE | CURRENT<br>SUSPENSE | TAXES/BINT<br>PAID | INTEREST<br>PAID | L+FEES<br>PAID | TOTAL<br>PAID | OVER<br>PAID | UNCOLLECTED<br>TAXES |
|-------------|------|----------------------|----------------|---------------------|----------------------|---------------------|--------------------|------------------|----------------|---------------|--------------|----------------------|
| SU          | 1    | 0.00                 | 0.00           | 0.00                | 0.00                 | 0.00                | 0.00               | 0.00             | 0.00           | 0.00          | 0.00         | 0.00                 |
| YR: 2011    | 1    | 0.00                 | 0.00           | 0.00                | 0.00                 | 0.00                | 0.00               | 0.00             | 0.00           | 0.00          | 0.00         | 0.00                 |
| SU          | 5    | 318.10               | 0.00           | 0.00                | 318.10               | 0.00                | 318.10             | 165.55           | 0.00           | 483.65        | 0.00         | 0.00                 |
| YR: 2012    | 5    | 318.10               | 0.00           | 0.00                | 318.10               | 0.00                | 318.10             | 165.55           | 0.00           | 483.65        | 0.00         | 0.00                 |
| SU          | 307  | 1,403.42             | 0.00           | 0.00                | 1,403.42             | 0.00                | 491.05             | 136.16           | 48.00          | 675.21        | 0.00         | 912.37               |
| YR: 2013    | 307  | 1,403.42             | 0.00           | 0.00                | 1,403.42             | 0.00                | 491.05             | 136.16           | 48.00          | 675.21        | 0.00         | 912.37               |
| SU          | 312  | 2,677.13             | 0.00           | 0.00                | 2,677.13             | 0.00                | 1,434.78           | 222.60           | 0.00           | 1,657.38      | 0.00         | 1,242.35             |
| YR: 2014    | 312  | 2,677.13             | 0.00           | 0.00                | 2,677.13             | 0.00                | 1,434.78           | 222.60           | 0.00           | 1,657.38      | 0.00         | 1,242.35             |
| SU          | 314  | 141,657.64           | 0.00           | -624.00             | 141,033.64           | 0.00                | 100,570.19         | 521.59           | 0.00           | 101,091.78    | -497.95      | 40,463.45            |
| YR: 2015    | 314  | 141,657.64           | 0.00           | -624.00             | 141,033.64           | 0.00                | 100,570.19         | 521.59           | 0.00           | 101,091.78    | -497.95      | 40,463.45            |
| Grand Total | 939  | 146,056.29           | 0.00           | -624.00             | 145,432.29           | 0.00                | 102,814.12         | 1,045.90         | 48.00          | 103,908.02    | -497.95      | 42,618.17            |

November 2015

2nd Quarter Billing

\$ 69,089.46

1st Quarter Billing

\$ 71,944.18

\$ 141,033.64

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KENT TOWN CLERK

2015 NOV 16 A 8:59

BY *Barbara Black*  
TOWN CLERK